King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.01.014, Solicitation of Department Employees	Approved By:	Director Allen Nance
	Effective Date:	January 24, 2023
	Reviewed By:	PRC
Distribution:	Review Date:	December 28, 2022

Purpose
To establish a policy and procedure for the allowable distribution of information to department employees.

Policy
Department resources shall not be used to distribute labor group ballots or fliers, or to advertise, promote, or solicit, unless specifically authorized via Collective Bargaining Agreement or prevailing past practice.

References
Department Policy: 1.03.008, Code of Conduct
King County Code of Ethics: Subsection 3.04.020

Definitions
Solicit and Solicitation: Any request directly or indirectly of money, credit, property, financial assistance or other thing of value. This includes any oral or written request for the distribution of ballots, voting and support.

A. General Guidelines
1. Solicitation of department employees shall not be allowed in the office or work area during the operating or business hours. This includes breaks and meal periods.
2. The provisions of state and federal laws shall govern union organization activities.
3. Posting of information in non-public areas must be approved.
4. A personal "for sale" items shall only be placed in public bulletin boards.
5. Mailboxes are provided for each employee and will be utilized for department business purpose only.
6. Fliers and labor group ballots are prohibited to be placed in mailboxes, unless specifically authorized by Collective Bargaining Agreements or prevailing past practice.
7.

B. Distribution Department Wide E-Mail
1. Employees requesting to have information distributed department wide via e-mail shall forward their request in writing to the Deputy Director or designee.